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Solving the Problems of a Pamphlet Collection

By Margaret G. Smith

DESPITE the assumption that "a pamphlet is any paper-backed publication of 8 to 100 pages," anything from a leaflet to a publication an inch or more thick is to be found in the pamphlet collections of both public and special libraries. Pamphlets and pamphleteering are as old as the printing press. Many of the political battles of both English and early American history were fought by well-written pamphlets. Today the word pamphlet usually denotes a publication of the government, federal or state, a publication of some manufacturing concern for more or less obvious advertising purposes, or a publication from some foundation, university, society or similar organization. Much of the information thus published can not be found in books, and although available in periodical material, in a pamphlet it is presented in a compact form, rendering material on a little known topic or idea easily available without the time and effort of searching the literature. Advertising projects have so often used the pamphlet as a medium, that the general public is prone to look upon all pamphlet material as "just advertising." True, much of the material offered is of little worth, but there are many times that even an advertising pamphlet will give more information on a subject than can be gleaned from several books, and a periodical search. For example, some of the best material on household budgets and pottery design are to be found in advertising pamphlets. And the government apparently issues pamphlets on everything under the sun.

Today with changes in government announced by radio, and the emergence of new systems overnight, a book may be out of date before it is published. Hence there is an increasing volume of pamphlet material appearing on all sorts of subjects, presenting special interpretations which may or not be biased. Though biased and transitory, this field of printed matter offers up-to-the-minute ideas, facts and interpretations, and is of increasing importance to both public and special libraries.

Standards for the Pamphlet Collection

The special librarian finds that on many questions pamphlets are her only source books and it is sometimes difficult for the beginner in the special library field to recognize that only by long and patient building is a really good pamphlet collection achieved. The mere addition of material to the collection, without a thoughtful consideration of standards and aims, will result in a cluttered file of unnecessary bulk, a waste of time and money, and the establishment of the idea that the pamphlet file is of little or no value.

The first problem in the establishment of a pamphlet collection is naturally where to obtain the necessary pamphlets, which in turn depends upon the purpose for which one is acquiring them. The main purpose of a pamphlet collection in

most libraries is to supplement deficiencies in the book collection. Some libraries, particularly business or advertising types, collect data and statistics by means of pamphlets for temporary use, until digested or more recent figures are available. Other libraries, particularly technical ones, collect pamphlets for permanent use, often finding that the only source of certain facts or data is available in one particular pamphlet, such as a bulletin of the state experiment stations. There is no point in adding pamphlets which are of no use to the collection. There will be enough of them appearing in the ordinary course of events as gifts to the library from its clientele.

Methods of Acquisition

There are many sources from which to obtain pamphlets, and they can be grouped under three headings. First, there are those published by the federal and state governments, which may be identified by checking the *Monthly Catalog of Public Documents*, various government price lists, *Monthly Check List of State Documents*, and the lists published by the different governmental departments, and state experiment stations. Many of these will be noted in the trade literature, under captions of new or recent publications.

Secondly, there are the general sources, such as the lists appearing in the *Wilson Bulletin*, the *Library Journal*, and the *Booklist*. In addition is the Vertical File Service offered by H. W. Wilson Company which includes pamphlets on every conceivable general topic. Other sources are the lists or indexes of publications which the various colleges and universities print. Not all of these are of vital importance to the special librarian, but an occasional trip to a public library to glance over the materials offered is decidedly worthwhile, especially for borderline material.

The third source of pamphlet material is the most important for the special librarian, and may be called "trade sources." These pamphlets are published by associations, manufacturing concerns, foundations, societies, and organizations connected with special fields. To these there is no list or index, and the means of acquiring a good collection is largely dependent on the librarian's interest in checking over trade literature, particularly periodicals, and in scouting the new publications noted. It is often desirable that one be placed on the mailing lists of organizations which occasionally publish information of importance to one's specialty.

In the special library it is expedient to have a form letter prepared for the purpose of requesting literature. A supply of order cards at hand when checking over periodicals is advantageous. On these can be noted quickly the publication, the publishers, the date and the cost, and these cards passed along to the typist to send out the necessary letters. In a library with more than one on the staff, the items can merely be checked, and the ordering passed along to someone else. It is better to use a letter in requesting pamphlet material, and a special library should enclose the necessary amount of money. Public libraries may ask for things to be sent to them free, but business organizations are supposed to be able to pay for any information they may have occasion to use.

An order card has some advantages, although its use is not altogether justified in many cases. In a one-man library, it does give a relatively easy method of checking outstanding orders, and can be filed and handled in the same routine along with orders for other sorts of material. When the material is received it can be used as a sort of shelf list card. If orders are placed through a purchasing agent or department, and a carbon copy sent

the library, no order card is necessary. However, some purchasing departments do not care to handle small orders such as those for pamphlets, and prefer the library to place the order and pay for them out of petty cash.

Making the Collection Available

Now having considered the acquisition of pamphlets the next problem is what to do with them. This is determined by three things — bulk, use, and cost, the principal decision being made with regard to how the information is to be used. If the information to be obtained from pamphlets is of a general character, and the entire collection is used to furnish material on a topic but not specific items on that topic, the Information File, or the shelved pamphlet collection is the best means of handling them. If on the other hand, these pamphlets are to be used for research purposes, and to corroborate and supply specific data on specific topics, the best process is to catalog them and shelve them with the book collection.

With regard to bulk, shelving takes less floor space, and per cubic foot of floor space will house many more pamphlets than a four drawer vertical file. The new five drawer units have 20 per cent more filing capacity, but still do not hold as many pamphlets as shelves. However, there are libraries especially in industrial firms, which prefer to use vertical files, even tho' more expensive, in order to protect their collection from dust and dirt, and prevent too rapid disintegration.

Since most libraries have a small pamphlet collection, we will consider first the advantages of the Vertical or Information File. In a library handling only ephemeral material, this will probably be called an Information File. Its greatest advantage is that all sorts of material can be put into it, pamphlets, clippings, leaflets, pictures, maps, blueprints, photostats, etc. Under the appropriate subject heading all the material on that topic can be brought together. The second advantage is that the material needs little physical preparation, other than writing the subject heading on, or pasting a typed label on the item, which means a saving in time and money. However, considerable care must be taken with the cross-reference guides, as the Information File is its own index. The references must not only be direct "see" references to some other term used as a heading, but "see also" references to other related headings and topics. A poorly cross-referenced Information File is almost useless. References in the Information File are of more importance since the material is not cataloged, and there are no clues to identification of a specific pamphlet asked for, except by looking through other folders referred to.

An Information File lends itself to either a classified or alphabetical arrangement — most special libraries giving preference to an alphabetical arrangement. An alphabetical file is easier to handle; for the question of material which might go under two or more subject headings equally well, does not arise so often as does the question of what classification is best. Those who use a classified arrangement have an advantage in the fact that material on a subject, and on related subjects are grouped together, and not scattered throughout the file by the alphabetical letter of the subject heading. In small libraries with a small permanent collection, the vertical file is often cataloged, and the appropriate subject heading is put in place of the classification number. In the small library this gathers together all the material in the library on a certain topic by means of the catalog. In a large library, the cost of cataloging may render this process undesirable, but when pamphlets

are not cataloged or a shelf list maintained, it is difficult to produce evidence that the publication was or was not the property of the library. It occasionally happens that a pamphlet is asked for by the author's name, or by bulletin number, or by some other distinguishing characteristic other than the subject matter, and unless it is cataloged, there is no direct way of locating it in the Information File. Unless there is the problem of identifying a particular pamphlet and always being able to locate it without too great a search, there is not much use in cataloging the pamphlet collection.

There are in every library some pamphlets which are of such importance and everyday use, that they should never be put in the Information File, but instead be treated like a book and cataloged as such. Pamphlets published by trade associations or learned societies in the field of a special library's particular interest, should be given special treatment, and probably cataloged. They may be shelved as a separate collection, or even filed in a separate drawer, or if of sufficient importance, bound. A paint or varnish company could well afford to classify and catalog the publications of the American Institute of Paint and Varnish Manufacturers, or the publications on solvents which are issued by one of the leading chemical concerns. Some of these publications are purely promotional, and some are only statistical or annual reports, but they are worthwhile if they point out new trends in the business, or give new scientific or technical hints concerning developments.

There are disadvantages in the Information File, the first being that it is not always easy to locate material which has not been cataloged. The only clues to the location of material in the file is by the cross reference guides or labels. Often a client will ask for a pamphlet by an idea which he has read into the title, and it is exceedingly difficult to locate the particular pamphlet by means of only subject headings. An objection to the appearance of the material is raised when every sort of material is placed in the file. Blue prints do not fit very well and clippings fall down between pamphlets unless mounted or placed in a special envelope. Another disadvantage of the Information File is that it is expensive with regard to floor space, in comparison with a shelved collection.

In considering the alternative to the Information File, that is, the shelved pamphlet collection, there are several factors. First, it is possible to shelve pamphlets, either with or without binders of some sort, but it is next to impossible to shelve clippings, blue prints, maps, etc., along with them. This generally results in a pamphlet file on the shelves of those pieces which can without too great effort be made to stand up, and in addition the maintenance of an Information File for clippings, leaflets, etc., which must be placed in folders of some sort, and are best kept in file cases. If there is a sufficient bulk of clippings, or mimeographed releases, there are ways and means of binding them together so that they can be placed on the shelves. To put pamphlets on shelves bespeaks either an author or a classified arrangement. Most libraries prefer the classified arrangement. The second consideration is whether the pamphlet collection will be shelved as a separate entity or whether it will be scattered through the book collection. Again this depends on the use to which it is to be put. If it is to answer questions in a general way, or is to provide the questioner with material which he can look through, it is better to shelve the material together as a pamphlet collection. On the other hand, if the material is to answer specific questions, or is used to corroborate statements or statistics, it is

better to catalog and shelve along with the book collection.

Shelving Problems

The pamphlet collection shelved as an entire unit presents two problems, that of classification, and that of identification so that the material can be filed, and errors in filing detected. Classification is a knotty problem, for pamphlets often cover material which is not found in any book, and is so specific that it can be placed in any of several classifications. On dubious classifications, it is wise to write down just what that particular class is to cover and its limitations and extensions, in order to avoid placing related material in several places on the shelves. The second thing to combat in a pamphlet collection is mis-filing. Most of the material is too thin to place a classification number on the back, and it is astonishing how much all pamphlets look alike when packed on a shelf. Unless there is some special scheme devised, the pamphlet collection will need frequent revisions in order to check up on mis-filed material. The Newark Public Library has evolved an elaborate color band system to take care of this problem. In this system each color stands for one of the ten decimal divisions, and by a glance at the bands across the bottom of the backs, the proper class can be ascertained at once. While few special libraries would need such an elaborate scheme, nor would have bulk enough to warrant it, the basic idea can be adapted to the particular condition of any library. The great advantage of shelving the pamphlet collection is that it takes care of bulk, with the least cost and effort. The pamphlets are shelved in a classified arrangement, which eliminates the necessity of cataloging. In a bulk collection, some sort of identification is needed on the backs to insure easier filing and the immediate detection of mis-filed material. Otherwise the material itself does not need much physical preparation.

Filing Pamphlets with Books

The other method of shelving pamphlets is to intersperse them according to the classification scheme among the book collection. This process brings about shelving problems, and practically implies placing pamphlets in boxes, folders, or binders of one sort or another. In following this procedure, the assumption is made that the material is of permanent value and the question of discarding or weeding does not arise. It is awkward to make one thin little pamphlet stand alone on the shelf, and necessary to have a binder of some sort. Binders necessitate expense both for material and for the time it takes for insertion into the binder, and marking the back. To get around this expense, some libraries use pamphlet boxes at the end of a major classification group, and therein house all the pamphlets in that class. Unless an index is made, or the material cataloged, it is difficult to locate a specific pamphlet when necessary. Some libraries put author cards in their catalogs for material in their pamphlet boxes. This is a help, but unless the pamphlets are completely cataloged, there is difficulty encountered in cross-references. There is no very good method of making cross-references to other pamphlet boxes, or to related material in pamphlets in other classifications, unless the material is cataloged. It is possible to carry cross-reference guide sheets in the pamphlet box; or the cross-references, if few and brief, may be typed on a label and pasted on the box. Neither or these methods is very satisfactory. On individual pamphlets, it is impossible to indicate any sort of cross-references without involving more work and expense than the cost of legitimate cataloging. Closed pamphlet boxes are advantageous when the problem of pro-

tecting material from dust and dirt arises. In a library which turns over its material in five years, the dirt problem is of no consequence, but in a library, in which the material is put on the shelves for ten to fifty years, the protection of pamphlet material is of considerable importance. A disadvantage of using pamphlet boxes for storage, is that of mis-filing. One pamphlet mis-filed in the wrong box can entail not only a great deal of work, but a great deal of dissatisfaction with the patron who wants that same pamphlet again in a hurry. Some system of using color could be worked out for material housed in the pamphlet boxes, which would save the librarian much worry, and easily indicate what was out of place.

To have shelved pamphlet material find its place on the shelves along with books in a particular group, it is necessary to break the pamphlets down into individual units, and consider each one separately as one would a book. In this case, it is advisable to catalog the pamphlet material, and it is understood that a library employing this procedure would have pamphlet material which was of permanent value. The only way to make an individual pamphlet sit on the shelves is to put it into some sort of binder. There are various varieties of these put out by the Library Bureau of Remington Rand Company, by Gaylord Brothers, and others. One of the largest special libraries in New York has found the cheapest way to bind pamphlets is by the use of creased pressboard cut to size, and the pamphlet, or pamphlets, held in place by a double stitched binder. The pressboard is of itself stiff enough and heavy enough to sit squarely on the shelf and not lean. Several bulletins of the same kind (daily reports, or weekly reports), may be inserted into the same pressboard binders. Mimeographed sheets, if of sufficient bulk, can be placed in shoestring binders which will stand up on the shelves. Binders have an additional advantage, besides firmness in structure, in that they offer better space for marking classification numbers on the back. Another inexpensive method of making covers entails the use of heavy wrapping paper, cut in the form of a cover and sewed to the pamphlets. For a bulk collection this would be out of the question, as it would involve too much labor. For a research organization, the shelving and cataloging of pamphlets with the regular collection is to be recommended. At any time, a certain publication can be located by means of the catalog. For a permanent collection, which is to circulate, a book card and pocket of some sort is desirable. It need not be an elaborate affair, only a simple one which will indicate where the publication is when wanted.

(*To be continued*)

Important Books of the Year

A Symposium by Correspondence

(*Continued*)

The librarian of a bank library writes

For the financial librarian, the year 1936 was outstanding in the publications which bear its imprint. After five years of changing economic conditions, many of the new concepts and regulations affecting money and banking, industry and trade have become sufficiently crystallized to permit incorporation in book form. Thus, the books which have proved of greatest interest to this library are either the revisions of old stand-bys or

discussions of those new problems which are assuming growing importance in the economic world.

Especially in the light of recent legislative action, the value of the revised editions cannot be overestimated. Chief among these is *Reserve banks and the money market*, by W. R. Burgess. At this time when the question of excess reserves fills the financial pages of the newspapers, Mr. Burgess' scholarly presentation of the problem of credit control and the effect of open market operations on the behavior of money rates is of particular interest.

For a standard text on the Federal Reserve System, a second welcome revision comes in the 10th edition of *ABC of the federal reserve system*, by E. W. Kemmerer.

For a broader discussion of central banking, with special emphasis on the experience in this country, one may turn to *Theory and practice of central banking*, by H. Parker Willis. A stimulating section on the international aspects of central banking is included.

The general subject of banking should not be passed without reference to the excellent text, *Money and banking*, by Bogen, Foster, Nadler and Rodgers, and *Present day banking*, published by "Banking." The first of these is noteworthy for its approach to problems of bank management and operations as related to the financial structure as a whole. The second provides interesting discussions of various phases of banking taken from the proceedings of the 1935 regional conferences of the American Bankers Association.

In turning to the field of money and exchange, grateful thanks are due Mr. S. E. Harris for *Exchange depreciation*, published this fall. In this well-documented study of the history and theory of exchange depreciation, 1931–1935, Mr. Harris has not only included a statistical section on the relation of depreciation to trade, prices, and production but a stimulating discussion of depreciation in the United States and the effect of New Deal legislation and monetary policies. Of further interest is the section devoted to the British Equalization Fund and the effect of British monetary policies on their trade and prices. An illuminating side-light is thrown on this problem in the Brookings report "*Is there enough gold?*" by Charles G. Hardy, which includes an analysis of the changes in international distribution of the gold supply.

In this connection, the interrelationships of foreign trade and the question of the balance of payments have assumed new proportions. The National Industrial Conference Board, in a recent study, *International transactions of the United States, an audit and interpretation of balance of payments estimates*, has contributed to a clearer understanding of this complex subject. Special mention should be made of two chapters; the first, an analysis of the figures compiled by George N. Peek, special advisor on foreign trade, sent as open letters to President Roosevelt, and the second, a discussion of the United States as a creditor nation.

For ready reference on the monetary situation in the various countries of the world, this year has brought forth two works of special note. The first is the new edition of the *Handbook of foreign currencies*, published by the Bureau of Foreign and Domestic Commerce, and the second League of Nations' *Monetary review*, which appears for the first time as a separate part of their study on *Commercial banks*.

I have left to the last, two books on the theory of money which have aroused much comment. The first is *Value of money*, by B. M. Anderson, which appeared in a revised edition late in the

year. The second, *General theory of employment, interest and money*, is from the pen of that prolific writer, J. M. Keynes. Since Mr. Keynes has admittedly set forth his theory for his fellow economists, I would direct attention to the excellent digest and review appearing in the October, 1936 issue of the International Labor Review.

From the wealth of general economic discussion which has appeared this year, I have selected only those which have seemed to meet the need for more detailed information on a variety of specific questions. Under the general heading of price control, for example, *The Economics of open price systems*, by Leverett S. Lyon and Victor Abramson, should be mentioned. Although this book is fairly general in scope, it presents an interesting study of the effects of the open price plans on the economic system.

More important from an industrial standpoint is *Markets and men*, a study of artificial control schemes in some primary industries, by J. W. F. Rowe. An excellent description of the way these schemes have affected the producers and the workers is included. A brief summary on the same subject may be found in *Adventures in price fixing*, by Jules Backman.

Two books of interest in the field of coöperation have been published this year. The first, *Coöperative consumer credit with special reference to credit unions*, by M. R. Neifeld, serves as an historical approach to the subject with special reference to the displacement of other lenders. The second, *Denmark, the coöperative way*, by F. C. Howe, provides an excellent description of the movement in Denmark as well as a discussion of the political and economic implications of coöperation.

No review of the publications of interest released during the last year would be complete without some mention of the new releases and studies which have come out of Washington during the past few months. Perhaps none has caused as wide comment as the report on "hot money" released by the U. S. Treasury Department. This new compilation, *Statistics of capital movements between the United States and foreign countries and sales of foreign exchange in the United States*, is to be continued at quarterly intervals in the future.

The Securities and Exchange Commission in its *Study and investigation of the work, activities, personnel and functions of protective and reorganization committees*, three parts of which have already appeared, has provided valuable information for the investment library.

For new and enlightening statistical data, the broadened scope of the *Census of Business: 1935* deserves special attention. — *Ruth von Roeschlaub, Financial Library, Central Hanover Bank and Trust Company.*

A librarian writes on music

No matter how little music is in your make-up, a bit of reading about music and musicians should interest you, possibly fascinate you. One method of study, and probably the most absorbing, is to read biographies of the few greatest musicians (Händel, Bach, Gluck, Haydn, Mozart, Schubert, Beethoven, Schumann, Brahms, Verdi, Wagner, Franck, Debussy, etc.). Some interesting biographies are: Davenport, Marcia, *Mozart;* Schauffler, Robert Haven, *Beethoven;* Specht, Richard, *Johannes Brahms;* Newman, Ernest, *Fact and fiction about Wagner;* Rolland, Romain, *Musicians of today* (late 19th and early 20th centuries) Rimski-Korsakov, Nicolas A., *My musical life* (an excellent picture of a group of Russian musicians who were professional men as well as musicians); Goldberg, Isaac, *Gilbert and Sullivan;* Chaliapin, Feodor, *Man and mask* (the artistic growth of a fearless and great man).

Another approach is to read the history of music, interestingly told in Bekker, Paul, *Story of music;* Spaeth, Sigmund, *Art of enjoying music;* Bauer, Marion, and Peyser, E. R., *How music grew;* Neff, Karl, *Outline of the history of music;* Elson, Arthur, *Book of musical knowledge;* Bauer, Marion, *Twentieth century music.*

A third approach, particularly interesting to those familiar with a certain period of history, is to read about the musicians of that period in relation to their background as in Phillips, Charles, *Paderewski, the story of a modern immortal.* (Everyone should read of this man's life as a statesman.)

Naturally a thorough study is not possible for the majority of people, but everyone should certainly read one short outline of music. In your library the music magazines may have a paragraph or two on your favorite singer or pianist, and in the same magazine you will find something else of interest. This is one of the best ways of acquainting yourself with current musical affairs. Those somewhat acquainted with music should never fail to read the introductory pages to piano or song collections. Here is a wealth of valuable information. — *Mortimer H. Davenport, Museum for the Arts of Decoration, Cooper Union.*

The librarian of an architectural library writes

In writing about some recent books of importance in the field of architecture the viewpoint that has been taken is that possibly libraries with other interests may wish to add titles of architectural material, so titles of more general appeal have been suggested. Several books published in 1935 have been included as well as 1936 titles.

Guptill's *Color in sketching and rendering* is a welcome addition as a companion volume to the earlier books by Guptill: *Drawing with pen and ink* and *Sketching and rendering in pencil.* Many of the illustrations have been published in *Pencil Points* magazine over a period of years, and it is very useful to have them all compiled in one book. However, there are many additional illustrations, and charts of color schemes, and the text fills a long-felt need in this subject.

The second edition of Ramsey and Sleeper, *Architectural graphic standards,* should be mentioned because much additional material of current interest has been included. Diagrams and charts giving sizes of automobiles, garage roads and turns, layouts for restaurants, bars and cafés, tennis courts, swimming pools, school seating, lettering alphabets, are included as well as roof construction, window details, and panelling. In short, it is a very valuable library tool and makes quick reference work possible for a variety of questions.

Professor G. H. Perkins of Harvard University has just completed his revision of *Comparative outlines of architectural history — 3000 B.C.–1936 A.D., two pts.* Although published only in planograph form, they are very useful for giving a brief survey of important historic and architectural developments in Europe for the various periods. The latest entry reports historically the conquering of Ethiopia by the Italians; architecturally the Lovell house of Neutra in Los Angeles. The illustrations show the development of architecture from 3000 B.C.–1936 A.D. in plan only. No elevations or sections are included. But these same plans save hours of searching, for the elevations are more usual in the average history text.

In the field of autobiography and biography there are several fascinating titles which present our own American scene. Henry Russell Hitchcock, Jr.'s *Architecture of H. H. Richardson and his times* very ably supplements Mrs. Van Rensselaer's book on Richardson published in 1888,

and shows the origin of many of our Romanesque type buildings.

Hugh Morrison's *Louis Sullivan: prophet of modern architecture* is a very important addition. This book brings together much valuable information which was rapidly being lost to posterity and illustrations of Louis Sullivan's work which prior to that time have been found very laboriously — or many not at all.

Mr. Thomas Tallmadge in his *Story of architecture in America* had a chapter heading *Louis Sullivan and the lost cause*, but in the new, enlarged and revised edition just out, the chapter heading has been changed to *Louis Sullivan, parent and prophet.* This new edition should be even more widely read than the earlier edition, as the interest in American architecture has increased by tremendous strides in the last five years.

Cram's *My life in architecture* is written by one of the deans of architecture whose feet are firmly planted in the middle ages — namely the Gothic period — and who with Goodhue was most responsible for the use of Gothic forms for our ecclesiastic and collegiate buildings.

Whereas there has previously been a dearth of information on Japanese architecture, several very interesting monographs have appeared recently which suggest the origin of the simple forms used in modern architecture and decoration: Yoshida, *Das Japanische wohnhaus;* Taut, *Fundamentals of Japanese architecture;* Harada, *Lessons of Japanese architecture; Antonin Raymond, his work in Japan, 1920–1935.*

With the increasing demand for books on small houses it seems well to mention several, although almost every magazine contains some information of this kind.

American country houses of today answers many questions, since various styles of houses are shown with plans. *The 1936 book of small houses*, by the editors of the *Architectural Forum:* The illustrations are poorly reproduced, but it includes plans and a construction outline. Yorke's *The modern house* — for those interested in "modernist" type construction as typified by Neutra, Lurçat and others. *Architectural digest*, volume 9, number 3, includes plans and many interiors.

Now if vacation memories have worn thin and the cold wintry winds are whirling outside the window, take up Samuel Chamberlain's *A small house in the sun* and be transported into Colonial New England — quiet and peaceful, ready to give rest and encouragement to start the busy days ahead. — *Marion Rawls, The Burnham Library of Architecture, Art Institute of Chicago.*

Convention City

By S. Richard Giovine, Assistant Librarian
New York Herald Tribune

THERE were 443 conventions of one sort or another held in New York City during the year 1936. The city is playing host to over 450 conventions and to approximately 300,000 out-of-town visitors in 1937. We need not seek long for an explanation. Conventions, it should be remembered, have a reputation to uphold, and New York City at the time of the S. L. A. Convention, June 16th–19th, is most assuredly New York at its loveliest. A stroll up Fifth Avenue at this time is a never-to-be-forgotten experience. From its birthplace deep in Washington Square, past enchanting private homes — huge hotels — inspiring churches, one may wander. Hundreds of little shops temptingly set along

the Avenue provide a rare opportunity for window shopping, and many sidewalk cafés can be found for a long, cooling drink while watching the crowd go by. After this the stroll may well end at the Plaza and the magnificent equestrian statue of Sherman, by St. Gaudens, with its background of Central Park, a breathtaking expanse of green in a million shades, set deep among aspiring skyscrapers and stretching as far to the north as eye can reach.

Libraries are waiting to be seen — in moderation. Seeing them all would be an impossible task, since according to latest statistics there are at least 300 separate libraries which we might visit. However, the forthcoming directory of Special Libraries in New York will help each visitor to meet his special interests.

A trip to the tallest building in the world — The Empire State — will be a well-worth-remembering occasion, since it leads to one of the most remarkable scenic views in existence. Great broad bays gleam in the sun. Long silver-banded rivers trudge their way northward, carrying on their broad backs ships of all varieties and descriptions. Powerful bridges like huge insects unite cities. Cathedrals, which a moment ago seemed so vast and inspiring, are suddenly transformed into miniature toys. Twilight comes, and with the slow dropping of the sun over the distant horizon the sky becomes a huge palette of brilliant color. Time passes, and lights begin their slow blinking as darkness settles over the city. A million lights look out from a million towers. In the midst of these, a shaft of light makes its way up the deep gorge in the center of the city, the lights of Broadway, a newly man-created Milky Way.

With an evening free, what better way to use it than to test moss-covered foreign languages upon an unsuspecting waiter? And the one spot in the United States where this can be done most easily is New York City; for it abounds with restaurants and even entire quarters which duplicate exactly all the old-world atmosphere of Continental cities. From the Ghetto — that Babel of races and tongues — to the Syrian center located just off the piers in the lower west end of the Island, one may ask for "Ham and Eggs" in any language in the world, and usually get something a good deal like ham and eggs.

Among the most picturesque corners of the city must be counted Greenwich Village, a bohemia which still strives and succeeds to no little degree in living up to its naughty past. Home of a great many of the literary lights of America, both past and present, it still provides inspiration and soul-solace for embryo writers, artists, and intellectuals. Among its favorite haunts are many a famous eating-place, — Alice McCollisters, Lee Chumley, Jimmy Kelly's, the Greenwich Village Nut Club, the Cherry Lane Theatre, etc.

The City has been described as "a perpetual Grove of Daphne — an inexhaustible haunt of play and pleasure — the grandest circus under the tent of heaven"; and Broadway at Times Square is a starting place for testing the truth of this. A Broadway journey may begin with a bite at either Steubens, Childs, or Longchamps, or perhaps dropping nickels into holes in the Automat — along with many a Broadway and Hollywood celebrity. Outside idlers stare at the moving newspaper on the Times Building, which brings the news of the world almost as fast as it happens. The lights atop the buildings are brilliant, especially the Wrigley sign, the largest moving electric light signboard in the world.

A choice of theatres is difficult, for New York is the Hub of the Theatrical World, and playhouses are aplenty. As the evening moves on, the way may lead

to the Astor Grill to dance to tuneful melodies, or maybe the French Casino — offering a treat to eye and ear with its Follies after the Parisienne manner and swingy music. A White Way trip may well be finished by a brisk walk to Columbus Circle and a quiet ride in a horse-drawn carriage through the moonlit park.

A notable addition to the entertainment facilities of the City has been made through the scores of theatrical groups under the auspices of the W. P. A. offering the best that dramatic literature has produced on stages built in libraries, museums and other public buildings. The productions have been running to crowded houses and received great acclaim from the Critics' Circle; as witness the results of the W. P. A. staging of "It Can't Happen Here" and "The Living Newspaper." These exhibitions are usually at very low entrance prices and a good many of them are free.

To the shopper, New York is literally a paradise. Its large department stores cover at least one, and some of them two, square blocks and reach up into the air ten or more stories. On every floor will be found beautiful displays of merchandise. Much of it is the product of New York manufacturers, but the choicest goods, drawn from the four corners of the world, are included.

And who would leave the Big City without seeing the Cathedral of St. John the Divine, Radio City Music Hall — that mammoth of movie houses; Rockefeller Center and Gramercy Park, — a little bit of the New York of the 80's in the New York of the 30's; Union Square, New York's Hyde Park, a far-famed political steam valve still in constant use; the Battery and particularly the Aquarium, the Castle Garden of another day and age; Riverside Drive, a much used rendezvous for nurses, sailors, mothers, children and lovers; Bronx Park; the Brooklyn Bridge — still called the most beautiful bridge in the world.

Nor shall other monuments be forgotten; the great Tri-Borough Bridge, holding three great cities in a single firm grasp; the Hayden Planetarium, truly worth crossing the continent to see; Fort Tryon Park, a little bit of fairyland beauty at the upper tip of the Island; City Hall, a beautiful example of Italian Renaissance architecture; Ellis Island, a solemn Gateway to the New World; Grant's Tomb; St. Patrick's Cathedral, gray, solemn and majestic. The Statue of Liberty, which has been taking on a new significance in the past few years; Wall Street, a Canyon City; Coney Island, the Riviera for a great many New Yorkers. One should top the visit with either of two excellent ways of seeing New York in a single trip. One is an airplane ride over the city, and the other a ride in one of the new Fifth Avenue busses.

But it is perfectly useless to attempt to enumerate the many ways one may enjoy one's self in the Big City. New York cannot be adequately described in black and white, especially by a native New Yorker. It is a metropolis at once hard and cold and warm and happy. Thousands of writers have tried to put New York on paper and have failed. Some see skyscrapers — greatness — power, and nothing else. Others see it as the center of control over the money bags of the world. To others it is a fashion center. And the secret of all this is that each of them alone is wrong, and all together are right. It is a huge factory, a playground, a vast melting pot of races, a gigantic social laboratory, a spreading harbor; it is all of these and to be appreciated and believed it must be seen. And to see it — the chance of a lifetime presents itself with the Convention of the Special Libraries Association at the Roosevelt this June.

On Becoming a Special Librarian

(An Open Letter to Beginners by One of Their Number)

By Peter Morgan, Librarian

Confederation Life Association, Toronto, Canada

TODAY the majority of those entering special library work have never attended a library school, and many of those entering the profession have had no previous library training. During the first six months they are called upon to do work and to meet problems of an entirely different sort to those in any other branch of business. And it is the result of this probationary period that will govern to a great extent the future of the librarian in his relation to the company. If the officers of a business association feel the need of a library, and if they have the confidence to place you in charge of its organization, it is because they feel that there is room for such growth both in you and in the firm. No sentimental strings are attached to the library. Business firms do not run them for charity. A library, like any other department, must pay for itself. It is your job as librarian to see that it does, and if you don't, rest assured that someone else will.

Let us assume, then, that you have been appointed librarian on trial. Having accepted the congratulations and condolences of your friends, it is a good idea to proceed to the library. Probably this will be found to be a room having a collection of books, with the more valuable ones missing. You are fortunate if anyone has preceded you in attempting to organize the library. You may find, too, that you are just a link in a chain of feeble, half-hearted attempts to put the library on its feet, which have been made periodically during the last five or ten years. If you are very lucky, you may discover a catalogue!

For the first week in your new dominion, study the library. Make a journey of exploration through the shelves. Go over all the books until you have a vague idea what each shelf contains. Try to visualize the library as you will make it. Jot down your ideas as they run through your head, but don't attempt to carry them out at this stage. You should soon have hundreds of ideas for reformation. After this brief inspection mentally divide the library into sections. Each day thereafter, take a section and become thoroughly familiar with the books in it. Be assured you will never regret the time so spent.

In a small highly specialized library, it is absolutely necessary that you know every book that you can weigh its value to fill a given request instantaneously. People will expect you to produce a book from the vague description that they make of its contents, size, shape or colour. Depending of course upon the library, the majority of books will be texts, year books, handbooks, dictionaries, directories and encyclopaedias of the business in which your company is engaged. Try to classify the books roughly so that when asked for a particular bit of information it will be possible to confine your search to just a few books. Gradually you will find it possible to go directly to the correct book at once.

Perhaps you will inherit several files of miscellaneous material and clippings. Make a particular hour each day to go through the file. Don't attempt to rearrange any of the folders of material until you are absolutely certain of what you are doing. Rather try and comprehend why each article has been filed un-

der that specific heading. See what sort of material your predecessor has collected. A lot will seem useless to you; but remember that some attempt has been made to classify it, and you may not do as well. A good idea is to keep a record in catalogue form on 3" x 5" cards of all subject headings you add as well as the original. All "see," "see also," and "referred from" references are entered on these cards. A perfect picture of the reference file is thus seen at a glance. New headings can be added, and old ones discarded with a minimum of effort, and the catalogue is always up to date.

In a one-man library, the idiosyncrasies of the person in charge will be revealed in every nook and cranny. Drawers will be found hidden in the most surprising places crammed with dirty papers and old files. Here is a grand opportunity for legitimate snooping and prying. Search everywhere as if your life depended upon the result. You will be amazed at your discoveries if you are in anything like an average office.

From your first day in the library, develop a routine. Plan each phase of your work. Time with a watch each particular job. Then list all the work that requires to be done regularly and assess the required amount of time needed. Be generous in your time estimates. Do not be surprised if you find yourself faced with the task of fitting sixteen hours of work into an eight-hour day. Group like jobs together, planning to do one particular piece of work from that group, not muddling through every job and never completing any. It is only by viewing the day as a whole that you will get the most out of it. Arrange your plan of working to fit your personality.

Needless to say, there will be times when it is impossible to adhere to a routine. By efficient planning these times may be cut to a minimum. A routine such as suggested will aid materially in preventing daydreaming for, if there is a minimum time estimate, one unconsciously keeps one eye on the clock. It should not take you long to discover that a library is an easy place wherein to waste time. Repeatedly, articles of personal interest will be read in preference to those of a strictly business nature when clipping and abstracting is in process. Only by planning an orderly, efficient routine can this be controlled to a minimum. If you are organizing a library department, the number of small personal libraries in the company will be a source of constant annoyance. Every chief clerk and junior officer will have a collection of books that are absolutely necessary to him in his daily work, even if he never looks at them from one week to another. It is amazing what importance this miscellany will assume the minute you suggest removing them to the library. Appeals for centralized efficiency mean nothing. Only through cooperation, and by making such gentlemen realize that you are rendering them a personal service, can you hope to absorb such loci of irritation.

Daily give up a period for studying yourself and your position. During this time endeavour to learn more about your place in the library and how you fit into it. Get in touch with other librarians. They are on the whole rather nice people, and are always willing to help. Go to every library in town, see how it is being run, and don't be afraid to ask questions. Borrow every book on library science that you can lay your hands upon. Back issues of SPECIAL LIBRARIES will supply you with a food for a lot more than thought. In addition, the Association has sponsored a number of pamphlets. If you haven't read these it is high time you did. (And please don't think I get a commission on all future sales.)

During this first period you should commence your missionary work. Spread

the gospel of a new deal for the library department. Get others enthusiastic. There will be a certain number of people who will instinctively find their way to the library. Interest them in its development. Seek their advice. They can tell you what has been done in the past. Try through tactfully discussing the situation to discover the company's policy. Endeavour to discover the attitude of the executive towards the library. Then act accordingly. Use every known means of publicity to build your library into an important part of the firm. By interesting people in the library, by making them feel that the library is for their convenience, you will gain coöperation and goodwill. Don't be afraid to let people know what you are doing; but don't overrate your own ability. Try and get the point of view of each person that you meet during the day, and don't pump people.

During the early stages of the library, there will be a number of books that are standard reference for which you will constantly feel the need, but which are not in the library. As a result it is almost impossible to fill requests speedily. Exhaust every possible channel of information in your own library. Don't look through one or two books that it "might" be in, but through everything that there is a ghostly chance of it being in. Work systematically. Consult other libraries in the city and, lastly, seek the advice of some member of the company whom you think might be able to give you a lead. Each request must be weighed on its own merits, importance and value. Remember that every time you cannot supply information you are failing in your job. If you repeatedly fail it will reflect on you, and not on the material at hand. Complaining about lack of material will be useless, only a willingness to coöperate will net any reward. Compiling material in a special library is a slow process during the early years. The library is rarely catalogued or classified. New systems must be worked out, and when all the work is done by one person, advancement is almost static.

In a business firm the relation of the librarian to the staff is important. The library may be made the educational centre of the organization, and whether it is or not, depends entirely on the attitude of the librarian. If the librarian is wise, he will make every effort to encourage the staff to use the library. The policy of the firm must be taken into consideration in this regard, but if the library is getting a "new deal," it will remain for the librarian to resolve the balance.

To those contemplating special library work, the salary offered will come as something of a shock with a distinctly negative slant. Business has yet to appreciate the fact that special library work cannot be learnt overnight from a book. Business men must be made to realize that whatever use a library is to an organization depends solely on the librarian. It is easy for anyone to collect a number of books, to line them on shelves around a room and call it a library. It requires little brains to keep track of each book. One need not have very much intelligence to guard the periodicals, to check them as they are received, circulate, and then file them away. But it does require brains, personality and intelligence to make a library useful, to anticipate developments, to observe future trends, to edit and abstract material, to build up living files, to intelligently catalogue books so that the maximum value is squeezed from them, and in short, to supply all the services that remove the library from the filing department. While a library is still in the embryo stage, one must be prepared to accept a pittance; we can look for returns only as we prove ourselves.

And this is where the Special Libraries'

Association can help each of us individually. It supplies the melting pot where, through concerted effort, and by the mutual sharing of our experiences and knowledge, we can attain maximum efficiency in minimum of time. Through organization, we obtain prestige in the eyes of our fellow workers. We are recognized as body. The individuality of each, creates an individuality for all, a common coöperative to which each must give something, in order to receive. Your problems as an individual are the problems of each of us. One can get from the association only in proportion to what they give. That is why it is so important for each of us to take active membership. By helping others we help ourselves. By helping you in your early years to seek recognition, you are expected in turn to contribute when you can. Platitudes if you like! But isn't it true?

Group Work Near at Hand

AS OUR national membership increases, the number of people in the various chapters follows a similar curve. As those affiliated with a definite group become more numerous, the question of a local organization comes to the fore. Presidents of several chapters have recently consulted me on the advisability of local group organizations in the smaller chapters.

The present situation is this: Every one of the ten national groups has a definite organization of its New York Chapter members, holding meetings at various intervals. Three or four groups are organized in Boston, Pittsburgh has one such unit, and some other chapters have one or more.

The importance of every member's affiliation with his or her national group cannot be overemphasized. Only in this way can the member be assured of receiving the benefits bearing directly on his or her line of work. Practically all national groups distribute literature of some sort to their members. In this way and through group programs at convention one keeps in touch with what relates most closely to one's daily professional activities.

Because we are engaged in such extremely diversified fields of industry and the professions, it is vitally essential for the few in a recognized area of knowledge to have means of contact with each other. This is a very definite talking point in selling membership to prospects. Moreover, it sometimes happens that one's line of work cuts across the fields of as many as five or six groups, and our constitution provides for duplicate affiliation on a sliding scale as the type of membership rises.

Naturally, people in similar work in and around the same city wish to gather occasionally for talking shop and comparing notes. That, I know, is why the ten local groups in New York have come into operation and why their meetings are in the main enthusiastic. That, too, is the main reason for the Junior Conference Group of the New York Chapter, of which we shall hear more at the June convention. That, too, is why local groups have been organized here and there in other cities.

Some chapter presidents have raised the question whether this movement should be stimulated and urged or whether a *laissez faire* policy should continue. The advantage of group contacts both national and local is everywhere conceded. Every chapter president has sensed the possible adverse factor — that with interesting group meetings being held people may cease attending chapter

meetings in which the year's program is more general and diffuse. To the small chapters this would be a severe blow.

A happy solution seems to me to ask local group representatives to plan and run a few general meetings of the chapter. Group A might put on a program definitely in line with its own interests, which would take the place of a group meeting. Group B might furnish the program for the next chapter meeting, and later on Group C. The competitive spirit would insure worthwhile programs; the chapter would have a diversified survey of its interests, and the local group members would be drawn together and stimulated.

Another possible problem is that of participation of "Local" chapter members in subdivisions of national groups financed by national funds. As in most chapters, the trend is very definitely away from "Local" membership, this problem does not seem acute.

The consensus of opinion has been that when the members of a national group manifest a desire to organize within a chapter the movement should be encouraged. On the other hand, it is felt that the advantages to be gained do not warrant forcing formal organization until the desire for it is manifest. Shop talk can be enjoyable and beneficial with a complete absence of compulsion or formality.

HOWARD L. STEBBINS, *President*

What of Membership?

By Maud E. Martin, Montreal

THE membership question like the poor is always with us. It is perhaps to the general membership, the least interesting of all the regular activities of S. L. A., but nevertheless, upon its success rests the welfare of the entire Association, both from the point of view of finances and equally important, from that of quality of the organization.

What does membership mean to each of us? It means all the benefits we have been garnering year after year, the benefits that come to us from the contributions of our members who support the Association through their work on publications, exhibits and conventions, through accepting offices and assuming the responsibilities of those offices, and through the stimulus we all derive from our contacts with other members. It is something to marvel at, the realization that S. L. A. was reared during its childhood and brought to maturity by members who were *interested*, who believed that it was worth while, and who have given consistently and generously of their services, because of this belief. And S. L. A. has more than justified itself, as we all know.

Emphasis has been laid many times on the fact that an increase in members will provide us with those funds essential to maintaining our present activities, and to enable us to undertake further projects. During the depression we were obliged to trim our sails a bit, in our ambitions and hopes, but it is now fortunately behind us, and we have much ground to make up. There is another and quite as important side to the necessity for an increase in membership, which is apt to be overlooked. That is the fact that an increase in membership brings us an ever expanding group of valuable people — people whom S. L. A. needs — their ideas, their abilities and contributions. Our history has been one that points clearly to the fact that the calibre and personalities of our increasing membership have been responsible for our healthy

growth. This is equally true today. There must be many non-members, who would be most desirable assets to us, and we need their support. Our own experiences show us how essential S. L. A. is, we know that in urging membership upon these people we are offering something equally valuable to them.

The Membership Committee spends all its time trying to find out the names of such people, and then inviting them to join. The present Chairman does not feel that high-pressure selling methods are desirable as a means in themselves, feeling in part that new members brought in on this basis will not be of lasting benefit to us. This type of membership promotion tends to collect too large a group just for the sake of numbers, with the ever-present danger of a breakdown into smaller units, thereby destroying the strength of the unified S. L. A. But all members who join because they are persuaded that there is something in it for them immediately become assets, and our job is to keep them interested.

What, then, is each member doing to keep the organization worth while? What are the Chapters doing to attract and hold members in their districts? Do they realize that directories, surveys, union lists, attractive and stimulating meetings do more good in selling membership in S. L. A. than all the talking and writing that the Membership Committee can do?

As all members know, under the provisions of the new Constitution, members are dropped who have been in arrears more than one year. Consequently, it is necessary to clear out the disinterested members, and we can proceed from that point on a very sound basis for future development. All the members of the Committee have been urged to press Active and Institutional membership, and the President's article, November, 1936 issue of SPECIAL LIBRARIES is an excellent plea in favor of the latter type. The Membership Committee has a difficult task, and the work is apt to be discouraging. We ask every member of S. L. A. to join with us in making our Association a continually progressing affair, and to bend their efforts toward making it an irresistible organization for those at present without the fold.

Below are some significant statistics — may we count on the support of each member?

S. L. A. Membership Statistics — Membership by Chapters

Chapters	*As of January 31, 1937*				*As of June 1, 1936*			
	I	*A*	*As*	*T*	*I*	*A*	*As*	*T*
Albany	2	11	15	28	2	13	16	31
Baltimore	5	13	26	44	4	17	28	49
Boston	14	63	175	252	14	63	199	276
Cincinnati	3	9	17	29	3	9	18	30
Cleveland	2	21	30	53	3	19	31	53
Connecticut	6	13	12	31	6	12	12	30
Illinois	11	59	43	113	12	55	47	114
Michigan	7	23	31	61	7	21	34	62
Milwaukee	4	17	16	37	5	17	15	37
Montreal	5	32	30	67	5	31	26	62
New Jersey	17	53	34	104	16	45	32	93
New York	74	184	262	520	66	168	243	477
Philadelphia	12	42	90	144	11	37	94	142
Pittsburgh	5	22	20	47	4	20	21	45
San Francisco	6	28	48	82	5	28	54	87
Southern California	3	19	30	52	2	19	34	55
Unaffiliated	11	97	13	121	11	103	19	133
Total	187	706	892	1,785	176	677	923	1,776

I — Institutional; *A* — Active; *As* — Associate; *T* — Total.

	Members Dropped and Resigned * 6/1/36 — 1/31/37				Members Added † 6/1/36 — 1/31/37			
	I	*A*	*As*	*T*	*I*	*A*	*As*	*T*
Albany	..	2	1	3	..	..	..	..
Baltimore	..	4	3	7	1	..	1	2
Boston	..	5	43	48	..	5	19	24
Cincinnati	..	..	3	3	..	..	2	2
Cleveland	1	2	5	8	..	4	4	8
Connecticut	..	..	..	..	..	1	..	1
Illinois	1	4	10	15	..	8	6	14
Michigan	1	2	4	7	1	4	1	6
Milwaukee	1	1	2	4	..	1	3	4
Montreal	..	1	4	5	..	2	8	10
New Jersey	1	3	7	11	2	11	9	22
New York	1	13	23	37	9	29	42	80
Philadelphia	..	..	14	14	1	5	10	16
Pittsburgh	..	..	4	4	1	2	3	6
San Francisco	..	2	11	13	1	2	5	8
Southern California	..	2	5	7	1	2	1	4
Unaffiliated	1	15	7	23	1	9	1	11
Total	7	56	146	209	18	85	115	218

*Including Deceased, Dropped, Resigned, and Transferred Members.
† Including New, Reinstated, and Transferred Members.

Percentage Change by Chapters

1936 as Compared with 1935, by Income

	Paid-up Members 1936		1935		Change	
	Members	*Revenue*	*Members*	*Revenue*	$	%
Albany	20	$ 99	32	$104	− 5	−4.8
Baltimore	34	169	40	134	35	26.1
Boston	207	788	320	742	46	6.2
Cincinnati	22	110	43	117	− 7	−6.0
Cleveland	47	190	45	155	35	22.6
Connecticut	31	179	27	145	34	23.5
Illinois	98	508	102	466	42	9.0
Michigan	59	278	49	203	75	36.9
Milwaukee	35	170	37	167	3	1.8
Montreal	65	288	39	129	159	123.3
New Jersey *	100	545	70	348	197	56.6
New York *	456	2,370	472	1,890	480	25.4
Philadelphia	127	515	148	434	81	18.7
Pittsburgh	45	205	40	142	63	44.4
San Francisco	72	297	72	246	51	20.7
Southern California	43	185	46	120	65	54.2
Unaffiliated	108	622	124	614	8	1.3
Total	1,569	$7,518	1,706	$6,156	$1,362	22.1

* Including 60 members transferred from New York Chapter to New Jersey Chapter in 1935.

Over the Editor's Desk

Moving Day. . . . Presidents, past presidents and possible presidents of S. L. A. have been going through the labor of planning for moving, actual moving, and estimating how much space the future expansion of their respective libraries will take. Howard L. Stebbins is working on the plans for larger library space in a new building. Mary Louise Alexander has moved from one floor to another and has re-arranged her library. William F. Jacob is moving from one building to another and is estimating on space requirements. And Florence Bradley has also been involved in shifts.

Coöperation Appreciated. . . . In 1935 the Engineering Index, Inc., asked S. L. A. to appoint a committee to ex-

amine and make suggestions on the annual volume of the Engineering Index. The committee completed its work in the spring of 1936. Recently Collins P. Bliss, president of the Engineering Index National Committee, wrote to Mr. Stebbins as follows:

"The Board of Directors, at the Annual Meeting, asked me to express their sincere appreciation of the constructive report presented during 1936 by the Special Committee under the chairmanship of Miss Granville Meixell, on improvements in our Annual Volume. This committee was so representative that we believe the suggestions made should be followed at the earliest possible moment. We therefore have applied them, in so far as practicable, this year, to the forthcoming volume for 1936 and sincerely hope this will have the approval of your association.

"In our line of work we look upon the Special Libraries Association as a sort of supreme court which can give us a fair unbiased verdict on the effectiveness of both the Card Service and the Annual Volume. Your members are the ones who are experts regarding the use of technical publications and we will always welcome comments and guidance from such a source."

When Special Librarians Meet. . . . A joint meeting of the Commerce and Financial Groups of the New York Chapter was held at the Hotel Parkside on February 24th, with Dr. Vergil D. Reed, assistant director of the Bureau of the Census, as speaker. Dr. Reed, whose support of research information use is well known, told of the general work of the Department of Commerce and what it did to help business libraries. . . . The February meeting of the Boston Chapter was held at Boston University School of Education, and celebrated the 50th anniversary of library schools in the United States. Dr. Jesse L. Davis, dean of the School of Education, welcomed the guests. The speakers were Miss June R. Donnelly, director of the Simmons College Library School, and Mrs. Bertha V. Hartzell, supervisor of the Boston Public Library Training Class. Miss Ruth Canavan, librarian of Metcalf and Eddy, sang two groups of folk songs.

The New Jersey Chapter's March meeting was devoted to a consideration of the central topic, "Selling the Library." The discussion was based on "The Place of the Library in the Organization"; "Ways of 'Putting the Library Over'"; and "How the Library Proves Its Value." The Southern California Chapter had a similar meeting in February, with particular stress laid on forms and vertical file treatment.

The January meeting of the San Francisco Bay Region Chapter celebrated Sacramento and California State Library Night with talks on the borrowing processes and opportunities for coöperation between the special libraries, the State Library, and the public library. Problems and organization of a business branch in Sacramento were also discussed. . . . At the Cleveland meeting for January, Dr. Walter R. Goetsch, registrar of Fenn College, spoke on "College Education — A Panacea." The February meeting included a trip to the Cleveland Clinic, with a visit to the library and the new clinic museum. The feature of the evening was a talk by Dr. Daniel P. Quiering, "Notes on an African Safari." . . . The Albany Chapter had its January meeting at the New York State Laboratory, with the meeting in the library where the work of that institution was discussed.

At the last monthly dinner of the group of Hartford special librarians, Harold Burt, state examiner, spoke informally on the state's supervision of public records. The same group attended a luncheon at the Massachusetts Mutual Life Insurance Company in Springfield, and inspected its library on February 27th. . . . The second meeting of the Indianapolis group of special librarians

took place February 15th, with 44 present. All assistants in various special libraries were invited, as well as those in charge of special collections at the public library and the Indiana State Library. Mrs. Grimm, of the American Legion, acted as chairman. Miss Cleland, of the Indianapolis Business Branch, distributed as place cards a mimeographed reproduction of the *Reader's Digest* note on special libraries, with a neat illustration of a particularly debonnaire librarian presenting data to overworked executives. . . . The February meeting of the Illinois Chapter was held at the Cloister Club of the University of Chicago. Dr. Henry M. Leppard gave a fascinating talk on "The Map Collection of the University." The members of the Chicago Library Club were guests at the meeting.

Parlor Games. . . . A new kind of "Ask Me Another" has appeared. It is called "Around the World Almanac in 80 Questions" and is available through Carter Alexander, publisher, 525 West 120th Street, New York City. It is particularly interesting to SPECIAL LIBRARIES readers who enjoyed Mr. Alexander's technique through the pages of the September 1936 issue of SPECIAL LIBRARIES. It is also interesting to see our favorite, "The World Almanac," treated in a popular style.

News Notes Here and There. . . . Rose Vormelker is one of the many members of S. L. A. who takes an ardent interest in the meetings of the American Statistical Association, so part of her holidays in Chicago were spent at that convention where she was pleased to find a display of S. L. A. publications shown at each session by Chicago special librarians. . . . Elizabeth Scarf is recataloging the library of the American Institute of Banking, San Francisco. . . . Besides his many other activities, James F. Ballard, director of the Boston Medical Library, is on the School Committee for Milton, Mass. . . . Claire Darby of the Technology Division of the Cleveland Public Library, is now Mrs. Kissan. . . . James McLeod, librarian of the *Boston Herald-Traveler* since 1929, has retired. His successor is Thomas J. McManus, who has been in newspaper library work for the past 30 years. . . . Arline Rush has been appointed librarian of the Foreign Affairs Council in Cleveland, with offices in the Society for Saving Building. . . . Hilda Palache, librarian of the Wells Fargo Bank Library, San Francisco, resigned December 15th to be married. Edna Durkee, of the same institution, has been appointed librarian. . . . Josephine Rayne, who was connected with the library of the New England Historic Genealogical Society for 34 years, and had been librarian since 1929, retired from that position on December 1st. . . . Mildred Potter of Hartford spent her usual winter vacation in Florida. . . . Howard Dakin French has been elected librarian of the New England Historic Genealogical Society. For the past 12 years he has used the library as a professional genealogist, and was a member of the library committee for nine years.

Celebrations. . . . The Lieb Memorial collection of Vinciana of Stevens Institute was on display on February 19th so that friends of the library might celebrate the occasion of the publication of the first complete catalog of the collection. This catalog was compiled by Maureen Cobb Mabbott and is a noteworthy example of bibliographical work. The da Vinci collection is an amazing record of his genius. New Jersey is indeed fortunate that such a collection should be given to an institution in the state. Many notables gathered at this tea given by the President of Stevens Institute. . . . One of our new institutional members, the Mercantile-Commerce Bank and Trust Company of

St. Louis, of which Cecilia Kiel is librarian, has celebrated its 80th anniversary by issuing a booklet commemorating the 80 years of banking history in Missouri, and beautifully illustrated with old engravings and photographs of St. Louis and its development.

The Hartford County Bar celebrated the 25th anniversary of Mrs. Gladys Judd Day's appointment as bar librarian with a congratulatory meeting and by the presentation of a handsome clock. The library was gay with flowers from the library staff, the State Library staff, and many outside friends. Those whose 25th anniversaries have passed by more quietly may easily be envious.

Libraries Here and There. . . . United Empire for December 1936 (the journal of the Royal Empire Society) has an interesting account of the library of that society, including pictures of the library and a careful description of the arrangement. . . . A complete film library will be established for the University of California, since the increased use of educational films for classroom instruction is anticipated; $27,000 is to be spent on equipping the library with educational films.

The New York State Department of Labor has issued its first annual report for the Division of Placement and Unemployment Insurance, which includes a report of the Bureau of Research and Statistics, and a note on the library, a part of this bureau. . . . The annual report of the Governor of Hawaii for 1936 covers the libraries of Hawaii and shows that they are circulating books among the Islands by Pan-American Airways — probably one of the first illustrations of flying service.

The *Detroit News* library is trying an interesting experiment in having all the bound volumes photographed by Eastman on 35 millimeter film. This work will necessitate borrowing from the public library to fill in missing numbers.

Comment in Print. . . . Modern Advertising for the Fall of 1936 refers to an article in the May issue of *Copy*, a promotional magazine in the New York *Herald-Tribune*. This brief article describes the newspaper reference system and quotes the librarian, David Rogers, of the *Herald-Tribune*, as saying, "A newspaper's library is the memory of its editorial brain and to have a brilliant brain, one must have a fruitful memory." What is more, *Modern Advertising* develops the idea of newspaper library methods as they might be applied to a cross reference file for copy ideas. (Advertising librarians, please note.)

The *Library Quarterly* for January 1937 has a 250-word review on "Special Library Problems," the report of New Jersey's educational experiment. Peyton Hurt, of the University of California, reviews the pamphlet and expresses the hope that the chapters of S. L. A. may continue along the lines of this educational experiment and arrange training courses for the untrained practicing librarians, an interesting recognition from the weightiest publication in the library profession. . . . An article on "Using the Public Library: what it is doing to serve business men who will use its facilities," by Marian C. Manley, branch librarian of the Business Branch of the Newark Public Library, is appearing in a number of Chamber of Commerce bulletins for February and March 1937. This article is illustrated with pictures of the Business Information Bureau of the Cleveland Public Library, the library of the Metropolitan Life Insurance Company in New York, and the Business Branch in Newark.

An annual report with an interesting description of the year's work is that of Henry Black, librarian of the Commonwealth College, Mena, Arkansas. The treatment of the clipping storage problem there is well worth consideration.

"The Lippincott Library Guide" made its bow in January and is an engrossing illustration of a library guide where many agencies have combined to develop the best features. It is illustrated with pictures of the library, it includes a guide to the classification and subject arrangement, there are descriptive notes for the important collections, and there is a fascinating chart of the arrangement of the room. The pamphlet sells for 15 cents a copy, and as an illustration of an effective analysis and guide for the library's collections is much too modestly priced.

Publications of Special Interest

Amer. Asso. of Social Workers. *This business of relief.* N. Y. 1936. 179 p. $1.00.

The social workers who are most fully informed on the problems of relief discuss them dispassionately and show clearly the need for a long range unified program and the collection of adequate statistics and other factual data as an aid in determining the program.

Barker, L. F. *Live long and be happy.* Appleton-Century, N. Y. 1936. 224 p. $2.00.

A discussion of some simple health rules followed by a description of symptoms of diseases and notes on their treatment. Reasonably clear and well arranged. Some surprising omissions of common diseases and rather inadequate descriptions of others.

Becker, C. L. *Progress and power.* Stanford Univ. Press. 1936. 102 p. $1.50.

Three lectures delivered on the Raymond Fred West Memorial Foundation based on three motivating factors in man's progress, the discovery of fire, the development of writing and the realization of magnetic force.

Buchler, E. C., Ed. *Should the government own and operate electric utilities?* Noble & Noble, N. Y. 1936. 350 p. $2.00.

The third volume in the Debater's Help Book series is a well selected collection of data for and against the question with a long annotated bibliography. The book includes an analysis of the questions involved and detailed definitions of the terms in most frequent use as well as outlines for both sides of the question. A useful volume for speedy consideration.

Butler, G. D., Ed. *Playgrounds.* Barnes, N. Y. 1936. 402 p. $3.00.

An excellent study of the administration and operation of playgrounds. Includes checklists of activities, definitions of duties of all types of personnel, qualifications, salaries and regulations, and discussion of all phases. A revelation of the scope and opportunities of such work, and an intelligent, well arranged guide to the possibilities. Good bibliography of books, pamphlet and magazine references included.

Chase, M. E. *This England.* Macmillan, N. Y. 1936. 198 p. $2.50.

Delightful essays on the little things of England that are so essentially a part of English character. Brief notes written with sympathetic yet shrewd comprehension.

Clark, Grover. *Place in the sun.* Macmillan, N. Y. 1936. 235 p. $2.50.

A fine analysis of the profits and losses to nations of colonial expansion. The old fallacies of the necessity for colonies as population outlets and as trade incentives are clearly exposed. The relative values of a mercantilist as against a self governing development are outlined. All in all the author presents an intelligent consideration of international policies that, applied, could do much for world peace.

Duffus, R. L. *Democracy enters college.* Scribners, N. Y. 1936. 244 p. $1.50.

A rather uninspired survey of the changes in college credit requirements giving much factual data but without many illuminating deductions. Freely documented.

Eisenberg, A. L. *Children and radio programs.* Columbia Univ. Press. 1936. 240 p. $3.00.

An intensive analysis of the drawing qualities of various radio programs, their effect on children, and the factors covering the association of the sponsor with the program. Many tables compiled. Well documented. Bibliography and description of leading programs included. Altogether a comprehensive survey.

Fisk, Dorothy. *Modern alchemy.* Appleton-Century, N. Y. 1936. 169 p. $1.75.

Another one of the many books popularizing science giving a survey of the steps and individuals in scientific progress from the alchemist of ancient days to the world of modern chemistry and physics. Written with more literary values than many similar works and helpful in illustrating scientific progress to the layman

Glueck, S. & E., Ed. *Preventing crime.* McGraw-Hill, N. Y. 1936. 509 p. $4.00.

This symposium by social welfare workers covers many developments under the general divisions, coördinated community programs, school, police, boys clubs, intramural and extra-mural guidance programs. Descriptions of the programs, their objectives and possible results together with many case histories are given. A brief bibliographical note for each author is included. Well indexed. A comprehensive and interesting picture of child rescue work in this country.

Goldston, Iago, Ed. *Medicine and mankind.* Appleton-Century, N. Y. 1936. 217 p. $2.00.

A series of lectures given to the laity by leaders of the medical profession at the New York Academy of Medicine. Lecturers include Benjamin P. Watson, Harlow Brooks, Alexis Carrel, etc Fine, clear and engrossing discussions on history of medicine and developments of special phases including one on contribution of primitive American to medicine. An exceptionally fine book.

Hagedorn, Hermann. *Brookings, a biography.* Macmillan, N. Y. 1936. 334 p. $3.50.

A graphic portrayal of a fascinating career The story of the poor man who became the extraordinary successful merchant and promoter and who developed from that into the far-seeing servant of education and government research. A delightful character whose personal growth was as unusual and fascinating as his place in the economic history of the middle west and in the development of political science here. Excellent bibliography.

Hollander, H. S. *Spoils.* Wm. Ullman, Washington. 1936. 127 p. $1.25.

A succinct account of the growth and difficulties of the Federal Civil Service program including the history of the movement, the situation in other countries, the editorial expressions of leading U. S. newspapers and a selected bibliography listing both books and original sources

Humphrey, Lucius. *It shall be done unto you.* Richard S. Smith, N. Y. 1936. 262 p. $2.50.

A technique of thinking based on the development of positive rather than negative qualities and on the awareness of and reliance on a creative principle. Particularly interesting for those who are trying to combine Christian training with current living. Not indexed.

Logan, E. B., Ed. *American political scene.* Harper, N. Y. 1936. 264 p. $1.50.

A collection of able papers on party organization, presidential campaigns, pressure groups, etc., by Childs, Salter, Pollock, etc. Extensively documented. Material well presented. Reasonable, intelligent evaluations of a situation with many conflicting factors.

Maxim, H. P. *A genius in the family.* Harper, N. Y. 1936. 193 p. $2.00.

An amazing, absurd and enchanting record of the companionship between a brilliant, and erratic father, and a serious, admiring, and trustful little son. The inventor of the Maxim gun showed a fascinating, bewildering side to his household, and these sketches add a unique picture to the literature of happy and enlivening relationships. Not to be missed.

Neifeld, M. R. *Coöperative consumer credit.* Harper, N. Y. 1936. 223 p. $2.50.

A comprehensive survey of the situation especially with reference to credit unions. The author is associated with a personal finance company so his rather discouraging attitude toward the value of credit unions is natural but also apparently well substantiated by official reports and other authentic sources. The book is well arranged with brief summaries following each chapter. Bibliographies included.

Nicoll, Allardyce. *Film and theatre.* Crowell, N. Y. 1936. 255 p. $2.50.

A scholarly and interesting discussion of the theory of expression in the cinema as contrasted with theatrical technique Full of effective illustration Includes an extensive bibliography of books and articles in many languages and also a list of periodicals published both here and abroad and dealing with the cinema.

Rado, William. *Seven ways to make a living.* Liveright, N. Y. 1936. 256 p. $2.00.

A pseudo-philosophical discussion of the "ascent of man" and the development of taboos and mores. Slightly hysterical in style but rather dull.

Pages 99-104 deleted, advertising.